

Onboarding Guide for Student iCON

v1.1 | 26 February 2021



Student iCON

WHAT CAN STUDENTS LOOK FORWARD TO?



Use Student iCON User ID as the single identification for MOE systems



Access to the productivity and collaborative tools under Google for Education



Drive



Classroom



Mail



Calendar

G Suite For Education



Docs



Sheets



Slides



Form



Student iCON

- Your personal @students.edu.sg email account.
- Collaborate with your teachers and classmates through GSuite Apps.
- Get updates and important information through emails.
- Access learning and study materials through Google Classroom.
- Email account stays with you until you go to Polytechnic/ITE. Students going to JC/MI will continue to use this account until they graduate/leave the school.

Click and Open GOOGLE CHROME



Type in the website link below;
<https://workspace.google.com/dashboard>



Enter your student email in the log-in screen



Wait for instructions to enter Password

Onboarding Student iCON

Use your web browser*(e.g., Chrome, Safari) to access Student iCON at:
<https://workspace.google.com/dashboard>

1 Enter your **Student iCON email address**. Click **Next**.

2 You will be directed to the **Microsoft sign in** page to authenticate your credential.

Enter your **Student iCON email address** again and click **Next**.

3 Enter your **IAMS password** and click **Sign in**.

! If you encounter issues during login, please refer to Annex A for troubleshooting instructions.

*Note that mobile apps such as Gmail app and Apple Mail app are not supported in the pilot phase.

SCAN ME....

<https://workspace.google.com/dashboard>



Microsoft

Sign in

2 test_studentB@students.edu.sg

[Can't access your account?](#)

[Sign-in options](#)

Next

Google

Sign in

Use your Google Account

1 Email or phone test_studentB@students.edu.sg

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) **Next**

Microsoft

← test_studentb@students.edu.sg

Enter password

3

[Forgotten my password](#)

Refer to next slide for default password

Sign in

If you have reset your IAMs password before, please continue to step 4. If you have not reset your password, please proceed to step 5.

4 You will be promoted to input your **current password** in the first field followed by your **new password in the second and third field.**

Click **Sign in** to proceed.

5 Click **Yes** to proceed.

6 To acknowledge the message, click **Accept**. Take note of the terms and conditions in the use of this email account.

7 You will be directed to **Google Workspace Dashboard page**. To ensure that the onboarding is complete, refer to page 4

Microsoft
test_studentb@students.edu.sg

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

4 Current password _____

New password _____

New password _____

Sign in

Microsoft
test_studentb@students.edu.sg

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No **5 Yes**

Google

Welcome to your new account

Welcome to your new account: test_studentb@student.edu.sg. Your account is compatible with many Google services, but your student.edu.sg administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your test_studentb@student.edu.sg account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Workspace core services, your use of those services is governed by your organization's Google Workspace agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your test_studentb@student.edu.sg account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

6 Accept

7 Dashboard

Your apps

Calendar	Classroom	Contacts	Docs	Drive and Docs	Forms
Gmail	Google Hangouts	Jamboard	Keep	Meet	Sheets
Sites		Blockl Manager Educa...			

Apps available for Secondary and Junior College/MI

1 Students in Secondary and JC should see these apps on the dashboard*.

If you see this screen, it mean you have **SUCCESSFULLY** activated your student icon email.

Please check your email regularly as your teachers will email you.



Calendar



Classroom



Contacts



Currents



Docs



Drive and Docs



Forms



Gmail



Google Hangouts



Jamboard



Keep



Meet



Sheets



Sites



Slides

! If you have apps shown on this slide that are missing from your account, please report it to your teacher. Your teacher will log a case with SSOE 2 Service Desk.

* The Google Workspace Dashboard Page shown on the right is correct as of 19 February 2021. The apps shown may vary from time to time by Google.

Some of the apps that you will need to use often...



Classroom

This is your **virtual classroom** where your *subject teachers will put in lesson resources for your learning.*



Mail

This is **your student email** where your *teachers will email you regarding lessons, homework, announcements etc.*



Docs



Sheets



Slides

This three useful apps are for *creating word documents, powerpoint slides and even creating excel tables*



**Now that you have activate
your student icon email;**

1. Check your email regularly so that you will not miss any important emails from your teachers or school.
2. Have a habit to change your password every 60 days or frequently to prevent hackers from accessing your email account.
3. Never share your password with your friends.
4. Take note that your icon email password is the same password for the school-WIFI and also for school laptops.
5. If you forgot your password, go personally to the General Office to look for Mr MC to help you reset your password.
6. Have a habit to sign-out your email when you are not using to prevent others from accessing your account.

Possible issues you may encounter when onboarding to Student iCON.

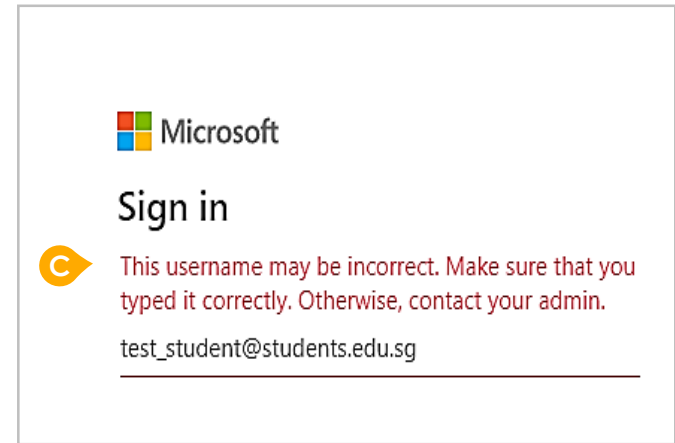
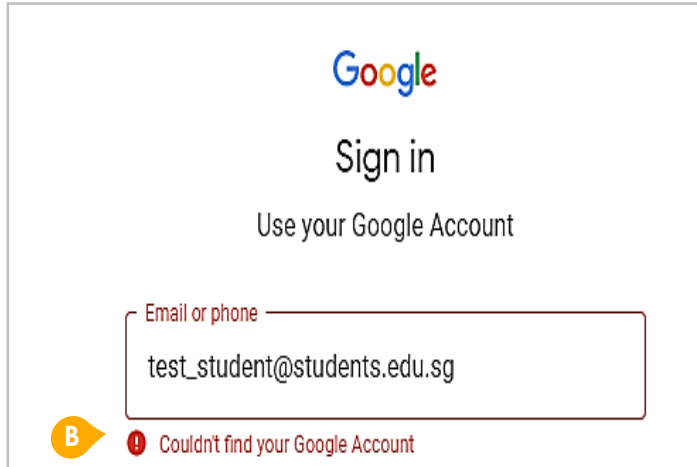
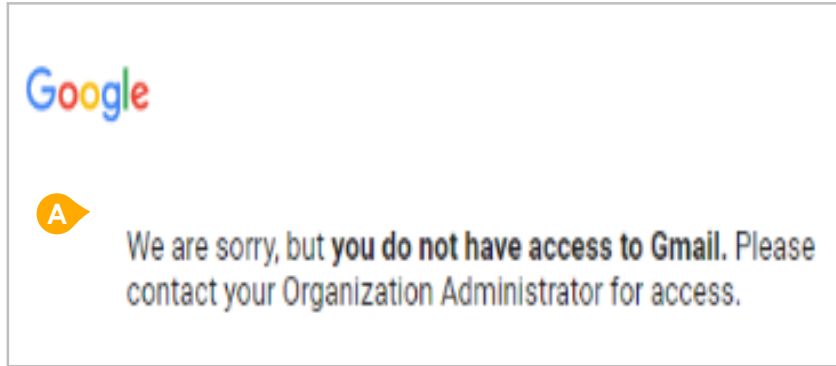
For issues A to C, please report it to your teacher or Mr Mordecai Chung at General Office who will log a case with SSOE Service Desk:

A When you use a web browser to visit a Google app on your dashboard and see this error message.

(Note: Certain apps are disabled. For example, Gmail app is disabled for primary 1 to 3).

B The email address you have provided for the Google or Microsoft Sign In page cannot be found.

ANNEX A1 – Troubleshooting instructions for potential onboarding issues



ANNEX A2 – Troubleshooting instructions for potential onboarding issues

Possible issues you may encounter when onboarding to Student iCON.

For issue D, E or other IAMS password-related issues, e.g. forgotten password or inactive account, please approach Mr Mordecai Chung at the General Office to reset your password.

D The password you have provided is incorrect.

E Your account has been locked out due to keying in the incorrect password too many times.



← test_studenta@student.edu.sg

Enter password

D

Your account or password is incorrect. If you can't remember your password, reset it now.

Password



← test_student@students.edu.sg

Enter password

E

Your account has been temporarily locked to prevent unauthorised use. Try again later, and if you still have trouble, contact your admin.

Password